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Collegiate Training *for* Business

BELOIT COLLEGE

Department of Economics

Beloit, Wisconsin



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COLLEGIATE TRAINING FOR BUSINESS

BELOIT COLLEGE

*Department of Economics and
Allied Departments*

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BUSINESS—A PROFESSION

The time has passed when men may enter upon business careers with no other qualification than the possession of a knack for shrewd bargaining. Ours is a very complex industrial society characterized, most significantly perhaps, by production on a stupendous scale for national and world-wide markets. This necessitates a minute division of labor and a detailed specialization of highly integrated parts if industry is to produce enough to supply the world's needs. And this, in turn, means that collectively all trades, occupations and professions must function efficiently and cooperatively if each is to prosper separately, for economic progress, it must be remembered, has resulted necessarily in an ever-increasing interdependence of men and functions.

Hence breadth of training rather than specialized information is required of those who would successfully direct the affairs of any unit of this great industrial mechanism of ours. The business man who hopes to prosper these days must be trained "to discern the signs of the times." It is authentically stated that a very large percentage of the failures recorded by Dun's and Bradstreet's during these months since the War are due not so much to a lack of so-called methods of scientific management, as to a lack of knowledge of the economic and political background of business, and of a consequent inability to forecast the future. Training in politics, psychology and statistical method is essential to the successful administration of business in these days when industrial inter-relations are so finely and intricately adjusted that a strike of a hundred skilled workers, occasioned perchance by some unwitting stirring of race prejudice, will throw the production of a great steel plant into chaos with far-reaching effects upon mining, transportation, construction, manufacturing, market operations and legal procedure.

The modern business man, hence, must not only be efficient in the organization and functioning of his particular enterprise; he must also possess the ability to see the relation of his particular enterprise to national and even international production and exchange, and to discern the influences at large which play upon every line of productive effort. "Woe to the business manager whose training gives him a static" and provincial "conception of business problems."

COLLEGIATE TRAINING FOR BUSINESS

If this be true then the training possible in a liberal college is of prime importance. Here specialization is eschewed and emphasis is placed upon such courses as furnish the executive with

- 1) a knowledge of the fundamentals in business organization and management, in accounting, in processing, and in the marketing of products;
- 2) a knowledge of the political, economic, social, and psychological influences effecting the courses of modern economic life.

Such knowledge is not acquired by experience except at great costs both to the individual and to the concern which employs him. Such courses as those indicated above bring to the student the accumulated experience of generations of business men. He can begin his business career with this advantage.

The modern business executive can *hire* all of the specialists he needs. It is his function to sit in a watch-tower, as it were, where he can effectively coordinate and direct the work of these specialists. This he is able to do because of his knowledge of external influences and factors as well as of internal problems. His training, therefore, should be such as to acquaint him with the complexities of the whole production process rather than of specific parts of it, for the specialists whom he employs are equipped to care for these latter.

TRAINING FOR BUSINESS AT BELOIT

The courses now offered by the various departments of the College, when properly coördinated, provide such a training as has been described above. By varying the coördination of courses given by the Departments of Modern Languages, History, Political Science, Economics and Sociology, Psychology, Geology and Engineering a thorough preparation for many different fields of business activity may be secured. Such coördinations are outlined in the later pages of this Bulletin.

Arrangements are also made to enable the student to obtain practical experience in the particular line of business for which he desires to prepare. This practical experience may be obtained with local concerns either as a part of the work done during the school year or, preferably, as employment during the summer vacations in situations best adapted to the needs of the particular student.

All students preparing for business are required to have from three to six months of such actual experience in their chosen field. Opportunities exist in Beloit and in neighboring cities for such contacts with the business world. The banks, business houses and manufacturing plants of the city have distinctly friendly relations with the Department of Economics. They are up-to-date in their methods and handle at least \$100,000,000 worth of business in every normal year. Moreover, Beloit industries have foreign markets and operate upon a large enough scale to give the student an adequate conception of all the problems of modern industry.

This practical experience, supplementing the work of the class-room, forms an integral part of the student's training. It is carefully supervised and reported upon by those cooperating with the Department in this work. The satisfactory completion of such practical work is necessary before the student can be recommended to positions.

THE COLLEGIATE PLAN

In collegiate training for business the courses are so planned as to provide, during the Freshman and Sophomore years, a basic knowledge of government, history, economics, English, psychology, and some one modern language. During the Junior and Senior years the student enters upon a course of study which is designed to prepare him for the particular field in which he is interested, such as banking, merchandising, manufacturing, marketing, foreign trade, or transportation. Thus the student is acquainted with the general problems of business administration and at the same time with the political and economic environment in which his particular enterprise will be carried on.

A vigorous attempt is made by the Departments of instruction concerned

to maintain in the work of the class-room the same standards of performance which will be required of the student when he takes his place in the business world. Promptness, thoroughness, and quality are the attributes stressed. Only such students as maintain an average of B (80) or above will receive recommendations for appointments or positions. The possession in generous measure of the qualities just enumerated will also be required of those who desire the assistance of the Department in securing employment.

THE COLLEGIATE METHOD

Throughout the work of the allied departments emphasis is placed, first, upon the gathering of reliable facts and experiences, and, second, upon a critical examination of the material thus collected. The assumption here is that the student who hopes to take a significant part in the work of the world must be able to *think constructively* with respect to the problems of his particular enterprise; and to think constructively he must be able to summon or secure reliable data which, when analyzed and synthesized, will indicate the desirable courses of action.

Few men possess, fewer men still need rely upon, subtle intuitions as to what constitutes the best business policy in a given instance. To be in a position to consult and to capitalize the accumulated experience of the business men of the past and of those now in strategic economic positions releases valuable time and effort for other constructive projects. Moreover, the policies thus arrived at are more likely to meet the particular problem in hand because account is taken of the failures and successes of others who have faced similar problems.

The departments therefore insist, first, that the student shall be trained in methods of securing reliable data, and second, he must learn to think constructively with this data. Otherwise success in business, as in any other profession, becomes a thing of chance.

Such a training is most readily secured in the intimate college where the student's mind is brought into daily contact with his instructor's in the vigorous discussions of methods and principles underlying business procedure. This maturing of the student's capacities is facilitated by the use, as far as is possible, of actual, rather than hypothetical, problems. In the larger institutions such opportunity for frequent personal contact with the instructor is impossible because of the greater numbers in the various classes. This in turn necessitates the use of the lecture, rather than the discussion method of presenting the subject matter of the various courses of study.

PROPOSED CURRICULAR EXTENSIONS

In addition to the course now offered it is hoped that the work of the various departments will soon be amplified by the courses which are listed later as "Proposed Courses." These are given in parenthesis when listed in the suggested correlations which follow (pages 6, 7). There is being developed a definite prospect for the additional endowment necessary to this expansion. These proposed courses have been listed in the schedules below because students may plan definitely upon these additions to the curriculum of the Departments within the next two years if the additional endowment is secured.

COURSES FOR GENERAL TRAINING

*First Year.***1st Quarter**

English 1
History 1
Political Science 1
French 1 or,
Spanish 1 or,
German 1
Engineering 10

2nd Quarter

English 2
History 2
Political Science 2
French 2 or
Spanish 2 or
German 2
Engineering 11
Public Speaking 2

3rd Quarter

English 3
History 3
Political Science 3
French 3 or
Spanish 3 or
German 3
Engineering 12
Public Speaking 3
Economics 1

*Second Year.***1st Quarter**

Economics 2
American History 22
Psychology 1
Commercial Geog. 11
Argumentation 4
French 4 or
Spanish 4 or
German 4 or
Italian 1
English 4
Geology 1

2nd Quarter

Accounting 13
American History 23
Advertising 4
French 5 or
Spanish 5 or
German 5 or
Italian 2
English 5
Adv. Composition 34
Geology 2

3rd Quarter

Accounting 14
American History 23
Advertising 5
French 6 or
Spanish 6 or
German 6 or
Italian 3
American State and
County Govt. 10
Adv. Composition 35
Geology 3

COURSES FOR SPECIAL TRAINING

*Third and Fourth Years.***Manufacturing (General Business)**

Business Organization and
Management 5
Markets and Market Organization 20
Financial Organization of Society 15
Railroad Transportation 8
General Physiography 4, 5, 6
Methods of Psychological Testing 10
(Cost Accounting)
Labor Problems 3

Business Law 25
Insurance 17
Public Finance 12
Contemporary Economic Problems 19
(Investments)
(Corporation Finance)
(Business Statistics)
(Business English)

Merchandising (Retailing)

Markets and Market Organization 20
Business Organization and
Management 5
Commerce and Commercial Policy 7
Commercial Geography 11
The Trust Problem 4
Municipal Government 4
Insurance 17

Current Economic Problems
(Cost Accounting)
Advertising 4, 5
Business Law 25
Applied Psychology 5
Railroad Transportation 8
Commercial Credit (Summer School)
(Business English)

Foreign Trade and Consular Service

Commerce and Commercial Policy 7
Financial Organization of Society 15
Comparative Banking 16
Markets and Market Organization 20
The Trust Problem 4
General Physiography 4, 5, 6
Commercial Geography 11

Current Economic Problems 19
Applied Psychology 5
International Law 3, 12
American Diplomacy 31, 32, 33
United States and Latin America 11
English History 7, 8, 9
(Business English)

Banking and Insurance

Financial Organization of Society 15	Public Finance 12
Comparative Banking 16	Current Economic Problems 19
(Corporation Finance)	Advertising 4, 5
Commercial Credit (Summer School)	Business Law 25
(Investments)	Applied Psychology 5
Insurance 17	Municipal Government 4
Business Organization and	(Business Statistics)
Management 5	(Business English)
Public Finance 12	

Transportation

(Corporation Finance)	(Business Statistics)
Railroad Transportation 8	(Business English)
The Labor Problem 3	Commerce and Commercial Policy 7
The Trust Problem 4	Economic History of the United States
Business Organization and	(Summer School)
Management 5	State and County Government 10
Current Economic Problems 19	(Cost Accounting)

COURSES OF INSTRUCTION

ECONOMICS

Professor: LLOYD V. BALLARD*Instructor:* WILLIAM H. STEAD**1-2. Principles of Economics.**

The principles of economics and their application in the interpretation of present economic society. Prerequisite for all other courses in the department except Sociology 9-10.

Five hours. 2 quarters, Sophomore, Junior or Senior year. Open to Freshmen in 3rd quarter. Given annually.

*Professor Ballard***5. Business Organization and Management.**

A study of the various business units; their particular functions, and how they are performed; their structure and life history. Text, assigned readings, and reports.

First quarter, Junior or Senior year. Four hours. Prerequisite. Course 1-2. Given in 1922-23, and alternate years.

30-31-32. Principles of Sociology.

A study of evolution, nature and functioning of modern social institutions. The subject matter of the course is divided as follows:

30—Social Evolution

31—The Social Processes

32—Social Institutions.

Four hours. 3 quarters, Junior or Senior year. Given annually.

19. Contemporary Economic Problems.

Consideration is given to measures of industrial readjustment, the relations between capital and labor, government and business, international commerce, improvement of transportation, public finance, and social adjustments.

Four hours. 2nd quarter, Junior or Senior year. Given annually.

4. The Trust Problem.

The development of the various forms of business organization, combinations, policies, and competitive methods, the development of corporation law and governmental policy, and the proposed solutions.

Four hours. 3rd quarter, Junior or Senior year. Prerequisite, Course 1-2. Given in 1922-23 and alternate years.

17. Insurance.

The theory of original risk-taking; the actuarial principles underlying insurance of life and property; the economic and social significance of insurance; functions, organization and methods of insurance companies; the various forms of insurance.

Four hours. 1st quarter, Junior or Senior year. Prerequisite, Course 1-2. Given in 1921-22 and alternate years.

12. Public Finance.

A study of public expenditures and public revenues, methods of taxation, the budget; public debts and the problems of adjustment between local, state, and national fiscal procedure.

Four hours. 2nd quarter, Junior or Senior year. Prerequisite, Course 1-2. Given in 1921-22 and alternate years.

20. Market Organization and Methods.

A study of market functions, market structure, the marketing process, marketing methods and problems.

Four hours. 3rd quarter, Junior or Senior year. Prerequisite, Course 1-2. Given in 1921-22 and alternate years.

Mr. Stead

15. Financial Organization of Society.

The principal institutions studied are coinage and monetary systems; credit; commercial, savings and investment banks; trust companies; stock exchanges; and commercial paper houses.

Four hours. 2nd quarter, Junior or Senior year. Prerequisite, Course 1, 2. Given annually.

16. Comparative Banking.

A study of the banking practice of the leading commercial countries of the world.

Four hours. 2nd quarter, Junior or Senior year. Prerequisite, Courses 1, 2 and 15. Given annually.

13-14. Accounting.

A study of the theory and technique of account construction and its application to the problems of the business executive. Various typical balance sheets will be used to introduce the students to the more general features of accounting for retail and wholesale business, partnerships, corporations, philanthropic agencies, and the government, as a basis for the proper interpretation of the statements of business concerns.

Four hours. 2nd and 3rd quarters, Junior or Senior year. Prerequisite, Course 1-2. Given annually.

3. The Labor Problem.

Its relation to the rise of the factory system, evils of child labor, significance of immigration, the sweating system, strikes and boycotts, economic functions of labor organizations and their policies, conciliation and arbitration, the function of legal enactment, and proposed solutions of the labor problem.

Four hours. 1st quarter, Junior or Senior year. Prerequisite, Course 1-2. Given in 1922-23, and in alternate years.

18. Radical Movements.

A critical analysis of Socialism, Syndicalism, Anarchism and Bolshevism.

Four hours. 3rd quarter, Junior or Senior year. Prerequisite, Course 1-2. Given in 1922-23, and in alternate years.

25. Elementary Business Law.

A practical course dealing with the more elementary forms of commercial intercourse such as the law of contracts, agency, fiduciary relationships, and the sale of personal property. Text-book, lectures, and case analysis.

Four hours. 1st quarter, Junior or Senior year. Given in 1921-22, and in alternate years.

7. Commerce and Commercial Policies.

A brief resume of ancient and mediæval commerce, the effect of the discoveries and change in commercial routes upon social and economic conditions in Northern Europe, effects on the Industrial Revolution, economic conditions underlying trade policies, the effect of such policies upon the development of nations, trade policy of the United States, and the outlook for world trade.

Four hours. 3rd quarter, Junior or Senior year. Prerequisite, Course 1-2. Given in 1921-22, and in alternate years.

8. Railroad Transportation.

This course deals with the economic, social and legal, instead of the technical aspects of railway transportation and includes a discussion of the organization, functions and administration of the railroads of the United States.

Four hours. 3rd quarter, Junior or Senior year. Prerequisite, Course 1-2. Not given in 1922-23.

PROPOSED COURSES

Corporation Finance.

A analysis of the financial methods of the larger business units.

Four hours. 1st quarter, Junior or Senior year. Prerequisite, Course 1-2.

Business Statistics.

A study of the application of statistical methods to the problems of business management and administration.

Four hours. 2nd quarter, Junior or Senior year. Prerequisite, Course 1-2.

Investments.

An analysis of the forms and principles of proper and profitable investment.

Four hours. 3rd quarter, Junior or Senior year. Prerequisite, Course 1-2.

Cost Accounting.

Elements of cost; principles and general methods of cost finding; recording and compiling of cost data; systems of cost determination; use of cost records.

Four hours. One quarter, Junior or Senior year. Prerequisite, Courses 1-2, 13-14.

SUMMER SCHOOL

6. **Economic History of the United States.** *Five times a week. Three hours credit.*

This course aims to trace the significant movements in the commercial and industrial development of the country, and to show the manner and extent to which economic forces have determined its history. Some of the topics discussed are: Colonial industry, economic aspects of the Revolution, early commerce and manufacturing, economic aspect of the public land policy, the growth of transportation, the localization of industry, development of national resources, Granger movement, American merchant marine, etc.

9. **Commercial Credit.** *Five times a week. Three hours credit.*

A study of the functioning of credit in modern industrial society.

ECONOMICS MAJOR: 36 hours selected in conference with the head of the department.

ENGINEERING

Associate Professor: JOHN A. HERRINGTON

- 1-2-3. **Mechanical Drawing.**

A course in drafting, preparatory to the work of any of the engineering professions. These courses cover simple lettering and dimensioning, perspective, isometric, cabinet and orthographic projection of simple forms, together with sketching, tracing, and blueprinting.

Three hours. 1st, 2nd, and 3rd quarters. Open to all classes.

10-11-12. Principles of Industrial Work.

A course of lectures, with readings and reports upon the principal lines of industry. The course is especially for those preparing for engineering or manufacturing. It is also useful for those interested in commerce.

One hour. Freshman year. Three quarters.

ENGLISH

Professor: GEORGE C. CLANCY

Professor: ANNA L. TANNAHILL

Professor: WILLIAM E. ALDERMAN

Assistant Professor: OLIVER M. AINSWORTH

Instructor: MARGARET S. DENSMORE

1-2-3. Elementary English Composition. Year Course.

Textbook study, theme-writing, and outside reading. Each student meets his instructor in individual conferences. Any student found deficient in English preparation will be required to take additional work to make good his deficiency.

Three hours. Three quarters, Freshman year. Required of all Freshmen.

4-5. Introduction to the study of Literature.

A careful study of representative works of English Literature, illustrating various types, emphasizing content and form together with appropriate presentation of the historical and social setting of the works considered.

Four hours. Two quarters, Freshman year. Sections will be taught both in the 1st and 2nd quarters, and in the 2nd and 3rd quarters.

Business English.

The underlying principles of the art of writing effective letters as applied to business; analysis of effective thought and expression in handling business correspondence, including routine correspondence, credit, collection, and adjustment letters; interdepartment and executive memoranda; sales letters; training correspondence.

Two hours. One quarter, Junior or Senior year. Not given at present.

GEOLOGY

Professor: GEORGE L. COLLIE

1-2-3. General Geology.

A study of the earth's crust, its composition, structures, etc. Lectures, reference books, laboratory and field work.

Four hours. 1st, 2nd, and 3rd quarters, Sophomore, Junior, or Senior year.

4-5-6. General Physiography.

A general course on the surface features of the globe. Text-book, lectures, laboratory and field work.

Four hours. 1st, 2nd, and 3rd quarters, Sophomore, Junior, or Senior year.

11. Commercial Geography.

A study of the products of the earth and their place in modern commerce. Lectures, reference books, and laboratory work.

Four hours. 1st and 3rd quarters, Sophomore, Junior or Senior year.

GERMAN

Professor: HENRY W. DUBEE

- 1-2-3. Elementary German.** *Continuous Course for first two quarters, Essentials of German grammar. Oral and written composition. Reading of easy German prose. Conversational drill.*

Four hours. 1st, 2nd, and 3rd quarters, Freshman year.

- 4-5-6. Intermediate German.** *Continuous Course for first two quarters. Reading of modern German prose and one classical drama. Oral and written compositions. Review of grammar.*

Four hours. 1st, 2nd, and 3rd quarters, Freshman or Sophomore year.

HISTORY

Professor: ROBERT K. RICHARDSON

Professor: ROYAL B. WAY

Instructor: MERLE E. CURTI

Professor Richardson, Mr. Curti.

1-2-3. General European History.

1 and 2 or, less desirably, 2 and 3 form a Continuous Course.

1. From 378 to about 1500, with cursory survey of close of the Ancient Period.
2. From about 1500 to the French Revolution.
3. The French Revolution and recent Europe.

The exact chronological dividing lines of these courses can be determined only after further experience with the new arrangement of courses in the department.

Four hours. 1st, 2nd, and 3rd quarters, Freshman year.

7-8-9. English Political and Constitutional History.

7. From 1066-1485, with an introduction involving a summary review of the present form of government and a cursory study of the Anglo-Saxon period. The course centers about the rise of the Courts and the Common Law, and the development of Representative Government.
8. From 1485-1776. This period includes the English Reformation, the struggles of King and Parliament, the emergence of the Cabinet System, and the founding of the British Empire.
9. From 1776 to the present. The Industrial Revolution, the advance of Liberalism, and Irish, Indian and Colonial problems.

Four hours. 1st, 2nd, and 3rd quarters, Junior or Senior year.

*Professor Way***21-22. American Political History, 1765-1876.**

First Quarter: The constitutional and political history of the United States. 1765-1815.

Second Quarter: Period, 1830-1876.

Four hours. Sophomore, Junior, or Senior year. Given annually.

23. Recent History of the United States, 1876-1920.

3rd quarter, Sophomore, Junior, or Senior year. Consecutive with Courses 21, 22, but they are not prerequisite. Given annually.

JOURNALISM

Professor: ROSCOE B. BELLARD

4-5. The Principles and Practice of Advertising.

A study first of the origin, development, principles and ideals of commercial advertising; advertising as a business force, its economic factors, and its influences on the modernizing of marketing ideas; second, a study of advertising in its psychological aspects; advertising and the various classes of instincts and emotions, the relative force of associations, the laws of suggestion, vividness and permanence of impression, ect. Preparation of original advertising copy will be required.

Four hours. 2nd and 3rd quarters, Sophomore, Junior, and Senior year.

34-35. Advanced Composition.

A course in expository writing to follow Freshman composition as introductory to 31-32-33. A review of the rudiments of composition. A study of model selections from the prose of today. Outside reading, original composition, class discussion and criticism.

Two hours. 1st and 2nd quarters, Sophomore, Junior, and Senior years.

POLITICAL SCIENCE

Professor: ROYAL B. WAY

Instructor: MERLE E. CURTI

1-2. Comparative Government. Continuous Course.

For Major students this is the required introductory course.

1. *First Quarter:* A study of the government and politics of the United States.

2. *Second Quarter:* A study of the governments of England, British Empire, France, Switzerland and Germany and other typical countries as time permits. A careful study is made of each particular government and especial attention is given to the fundamental principles of government, the problems involved, and the various comparative methods of attempted solution.

Four hours. Open to all students. Separate section for the Juniors and Seniors. Given annually.

3-12. International Law.

Essentials of public international law in peace and war.

Four hours. 1st and 2nd quarters, Junior or Senior year. Given in 1921-1922, and in alternate years.

4. Municipal Government in the United States.

Stress will be placed upon the presentation of the latest and most approved principles and methods of municipal administration.

Four hours. 3rd quarter, Junior or Senior year. Given in 1922-23.

31-32-33. American Diplomacy, 1783-1921.

International relations of the United States from its establishment to the present time and the progress of international law. Present problems of American diplomacy and world politics will be discussed.

Four hours. 1st, 2nd, and 3rd quarters, Junior or Senior year. Given in 1922-23, and alternate years.

10. American State and County Government.

Emphasis is placed on the existing defects and proposed reforms.

Four hours. 3rd quarter, Sophomore, Junior or Senior years. Given in 1922-23.

11. The United States and Latin America.

The diplomatic history of the United States and Latin America and the special study of the current problems of Latin America.

Four hours. 2nd quarter, Junior or Senior year. Not given in 1922-23.

PSYCHOLOGY

Assistant Professor Wooster

1. Elementary Psychology.

An introductory course giving a survey of the essential facts and fundamental laws of human behavior.

Four hours. 1st, 2nd, and 3rd quarters, Sophomore, Junior, or Senior year.

5. Applied Psychology.

A study of the applications of Psychology to law and medicine, advertising, salesmanship, etc.

Four hours. 3rd quarter, Junior or Senior year. Prerequisite, Course 1.

2. Social Psychology.

An analysis of human nature from the standpoint of social behavior.

Four hours. 3rd quarter, Sophomore, Junior, or Senior year. Prerequisite, Course 1.

10. Methods of Psychological Testing.

A critical study of individual and group tests now in use for general diagnostic purposes, with practical training in the giving of certain standard tests.

Four hours. 3rd quarter, Junior or Senior year. Prerequisite, Course 1 and Course 14.

PUBLIC SPEAKING

Assistant Professor: ALBERT F. SMITH

2-3. Elementary Public Speaking.

Drill in extemporaneous forensic speaking, speeches of introduction, and so forth. The course is designed to accustom a speaker to appearing before an audience.

Two hours. 2nd and 3rd quarters, Freshmen year.

4. Argumentation.

A study of the principles of analysis, brief-drawing, evidence and persuasive composition designed to give the student ability in constructive thinking and in testing the argument of others.

Four hours. 1st quarter, Sophomore year.

ROMANCE LANGUAGES

Professor: HENRY H. ARMSTRONG

Assistant Professor: FRANK COLUCCI

Instructor: MRS. ADELLA BROWN

1-2-3. Elementary French. *Continuous Course for the first two quarters.*

Essentials of French Grammar. Composition and conversation. Reading of easy French prose.

Four hours. 1st, 2nd, and 3rd quarters. Primarily for Freshmen.

4-5-6. Intermediate French.

Reading of modern French plays, stories, and novels, with composition and conversation based on the texts read.

Four hours. 1st, 2nd, and 3rd quarters, Freshman or Sophomore year.

Prerequisite, Courses 1, 2, 3, or two years of high school French.

10-11-12. Composition and Conversation.

13-14-15. Composition and Conversation.

These are alternating courses dealing with practical work spoken and written in French. In 1922-1923 courses 10, 11, 12, will be offered.

Two hours. 1st, 2nd, and 3rd quarters, Sophomore, Junior, or Senior years. Prerequisite, Courses 4, 5, 6, but honor students who have completed five quarters of the elementary and intermediate courses may be admitted by permission of the head of the department.

SPANISH

1-2-3. Elementary Spanish. *Continuous Course for the first two quarters.*

Essentials of Spanish grammar. Composition and conversation. Reading of easy Spanish prose.

Four hours. 1st, 2nd, and 3rd quarters. Open to all students, but a previous study of Latin or French is strongly recommended.

4-5-6. Intermediate Spanish.

The texts read illustrate both Spanish and Spanish-American life. Practice in speaking and writing Spanish, with special attention to commercial correspondence.

Four hours. 1st, 2nd, and 3rd quarters, Freshman or Sophomore year. Prerequisite, Courses 1, 2, 3, or two years of high school Spanish.

7-8-9. Advanced Spanish.**10-11-12. Advanced Spanish.**

These are alternating courses, varying in content according to the needs of those electing them. For 1922-23, elections should be made for 10-11-12.

Two hours. 1st, 2nd, and 3rd quarters, Sophomore, Junior or Senior year. Prerequisite, Courses 4, 5, 6.

ITALIAN**1-2-3. Elementary Italian.** *Continuous Course for the first two quarters.*

Essentials of Italian grammar. Composition and conversation. Reading of easy Italian prose.

Four hours. 1st, 2nd, and 3rd quarters, Sophomore, Junior or Senior year. Not given in 1922-23.

NOTE

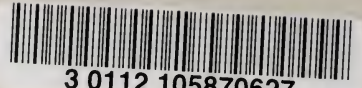
The courses listed above do not constitute all of the work which may be taken by one who is preparing for business. A large number of electives are available which are not included in the material presented above. Other lines of study may be pursued as the student desires provided the Head of the Department approves. The general college catalogue should be consulted for further details.

AND FINALLY

Although Beloit College makes no pretense of offering a distinctly commercial or business course, such as is given by so-called Business Colleges and Schools of Commerce, the training given here will prepare the student for larger and broader activities than the study of the purely technical courses. No attempt is made to teach the technicalities which fit the student for positions as bookkeepers, accountants, industrial managers, trust promoters, bond salesmen, or bankers, but the general study carried on in collegiate courses supplies a training which will ultimately place the college graduate in positions superior to those held by high school graduates who turn immediately to the study of the more highly specialized courses of the Business College or the School of Commerce, that they might prepare themselves for the technical work of subordinate positions. In other words the breadth and larger outlook which come as a result of an extensive study of the economic background of business and a somewhat intensive analysis of some of the more specific fields of industrial activity are the administrative capacities developed in collegiate training for business.

If additional literature is desired address

**REGISTRAR
BELOIT COLLERE
BELOIT, WISCONSIN**



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